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## Faculty Senate Committee Book (June 2014)

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# FACULTY SENATE

C A L   S T A T E ,  
S A N   B E R N A R D I N O

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## COMMITTEE BOOK



June 2014

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## STANDING COMMITTEES OF THE FACULTY SENATE

### CURRICULUM COMMITTEE

California State University, San Bernardino  
University Curriculum Committee  
2013-2014 AY  
Committee Report: May 30, 2014

In her second full year as administrative coordinator for the committee, Kim Nicholl has proved to be an invaluable font of information and skills. Her remarkable knowledge has helped us through several administrative changes in regards to CMS and other concerns. Through her suggestion, the committee also met informally, in an electronic fashion, to handle a few last minute curriculum items that were somewhat time sensitive. We also changed some procedures to allow simple changes, such as deleted courses and prerequisite changes to be handled as they come in. We will continue with the idea through the next academic year. This year the committee was composed of the following members:

### **CURRICULUM COMMITTEE**

T. Provenzano, Arts & Letters/Library (Chair) 2012-2014  
W. Stewart, Business & Public Administration 2013-2015  
T. Long, Social & Behavioral Sciences/Student Affairs 2013-2015  
J. Sylva, Education 2012-2014  
D. Smith, Natural Sciences/Coaches 2012-2014  
J. Zorn, Administrative Representative Ex-officio  
K. Nicholl, Administrative Representative Ex-officio  
J. Thompson, Administrative Representative Ex-officio

This year, the committee conducted routine business regarding curriculum changes. There were only a few contentious issues, which were all dealt with through a very collegial system. The committee is grateful to the efforts of faculty to form and maintain a highly rigorous and creative curriculum.

## STANDING COMMITTEES OF THE FACULTY SENATE

### EDUCATIONAL POLICY AND RESOURCES COMMITTEE

#### **EPRC Year-end report 2013-14**

During the 2013-14 academic year, the EPRC conducted the following business:

1. College of Education Reorganization. Acting without authorization, the

- 2012-13 faculty senate chair
- 2012-13 faculty affairs committee chair, and
- dean of the college of education

decided, without telling anyone, that the policy on Merging, Transferring, and Abolishing Academic Departments did not apply to the proposed college reorganization, which reduced its four existing departments to three. As a result, the dean of the college of education did not produce a written proposal and conduct a department-by-department (advisory) vote on it, as required by the policy (until the executive committee discovered the omission and forced it to do so). EPRC, whose responsibility it is to vet the proposal and voting results, called the senate's attention to this effort to circumvent the policy. It found that:

- a. the decision made by the two faculty senate officers and the one dean was clearly incompatible with the policy
- b. they lacked authority to make the decision
- c. they told no one that they made this decision
- d. they later claimed that the decision that the policy did not apply was made by the faculty affairs committee (despite the fact that according to the policy FAC lacks jurisdiction to make such a decision)
- e. no FAC minutes corroborate the claim that it even made such a decision
- f. no faculty senate or executive committee minutes even mention that the matter was referred to FAC for a decision
- g. FAC kept no meeting minutes for 2012-13 (it was later found that FAC kept no meeting minutes for the 2010-13 period)
- h. Four FAC members from 2012-13 (including the 2013-14 FAC chair, who was an FAC member during 2012-13) recalled no discussion of the matter, leaving only the 2012-13 FAC chair (who co-authored the reorganization proposal with the dean) recalling it (the one remaining committee member went unreachable).

EPRC made some substantive recommendations, too, and recommended the reorganization with reservations.

2. Budget. Working with the provost, EPRC achieved the earliest distribution of summer session incentive funds in recent memory: around October 24. It worked with the provost and his staff to update the academic affairs budget template to bring it more fully into conformity with the budget transparency resolution passed by the senate in 2012-13. This information is now posted on the faculty senate website. It worked on making indirect cost recovery allocations public information.
3. Policies. EPRC worked on several policies: the Student Academic Grievance Procedures; the Ancillary Unit Policy; the Policy on Merging, Transferring, or Abolishing an Academic Department; a Policy on Off the San Bernardino Campus course offerings; and a Degree Revocation Policy. The senate passed the first two; the next two reached the senate floor as first read items; and the committee made extensive recommendations to the 2014-15 EPRC on the last. (As of this writing, the Student Academic Grievance Procedures await the president's signature.)
4. Ancillary Units. The committee reviewed these centers and institutes: Teaching English Learners, Applied Research, Inland Empire, Economics Education, Literacy Center, Math Education, International Institute, Water Resources Institute, Prose Studies, Learning Research, Child Development.
5. Other. The committee reviewed a proposal for an Ed.S. in School Psychology in the college of education (recommending it as a new program) and offered feedback on a proposed Research Resource Center (to be taken up by next year's EPRC).

(Minutes available upon request)



## STANDING COMMITTEES OF THE FACULTY SENATE

### FACULTY AFFAIRS COMMITTEE

#### Faculty Affairs Committee Report AY 2013-2014

The Faculty Affairs Committee (FAC) Membership consisted of Professors: Mary Fong (A&L), Mark Groen (COE), Jacqueline Hughes (Administration), Madeline Jetter (CNS), Terry Rizzo (Chair - CNS), Jason Ryan (CBPA), and Jodie Ullman (CSBS).

The FAC addressed numerous issues during the academic year. Listed below are items FAC addressed and the outcome.

1. FAM 652.4 (FAM 300) Procedures and Criteria for Performance review and Periodic Evaluation. The FAC prepared numerous iterations of several sections of this document. Considerable attention was given to Chapter 1, Section II, Part D #4 concerning administration of SOTE's. The Provost made a proposal in October 2013 and the FAC worked diligently through the entire year trying to identify a position acceptable to the Central Administration and Executive Committee/Faculty Senate (FS). Notwithstanding the countless attempts, it was not possible to reach an agreement. The Faculty Senate offered another alternative proposal to the central administration.

**Result:** Until further notice administration of the SOTE's will comply with the default order as stated in the CBA Article 15. Exceptions to the default order are listed in Chapter 1. Section D, #4 (a). FAC did make other changes to FAM 652.4 that were accepted by the Senate. Still, FAM 652.4 (FAM 300) would benefit from re-organization and re-writing.

2. The FAC prepared a conceptual model to the Executive Committee (EC) and FS about SOTE review and possible revision. Salient issues associated with the SOTE's were addressed and FAC recommended the formation of a select committee to undertake a review and, if warranted, a revision to the current SOTE form, format and content. A call to CSUSB faculty members to form a SOTE Review Committee (SOTERC) was initiated and completed.

**Result:** FS now has a committee consisting of a chair (an FAC representative), a faculty member from each college with expertise in evaluation theory and measurement, a representative from Institutional Research, an undergraduate and graduate student and, one administrator from Academic Affairs. Nominees for the SOTE Review Committee were collected and reviewed by the Faculty Senate Executive Committee. The Committee members include: CAL: Allen Menton, BPA: Marc Fudge, EDU: Kathryn Howard, CNS: Yasha Karant, SBS: Jan Kottke, LECTURER: Catherine Spencer, Undergraduate Student: Karen Kursteiner, Graduate Student: Mauricio Cadavid. FAC recommends EC post a call for a meeting by Monday 29 September 2014. The purpose of the meeting is to outline responsibilities and expectations of the committee for the 2014 – 2015 AY.

3. FAM 820.5 (SOTE) (FAM 320) was revised to match the proposed changes in FAM 652.4 (FAM 300).

**Result:** The FAC revised numbers: 4 (selections of classes to be SOTE'd), 5 (administration of SOTE's), 6 Processing of SOTE's and, 7 Storage of SOTE's. Except for number four the edits by FAC are complete. Item number four remains in a state of flux until FAM 652.4 Section II Part D #4 is settled with administration and the Faculty Senate.

4. The FAC revised FAM 625.7 (FERP) (FAM 720) to match the *Collective Bargaining Agreement* (CBA).

**Result:** Specifically items numbers 1, 2, 6, 10, 11, and 14 were revised and minor edits were included in the FAM to insure accuracy with the CBA.

5. The FAC proposed extensive revisions to FAM 612.4 (FAM 530) Emeritus status. The document was revised in almost every section with major changes to numbers: three (criteria), four (eligibility), and five (nominations). The EC reviewed the document and appeared ambivalent. Academic Affairs Council dismissed the proposed changes because the process was too "demanding." The opposition by Administrative Council was because the process was too demanding (eg., advancing a name and vita to the chair, dean etc.) and it suggested announcement of emeritus candidates at commencement.

**Result:** No substantive changes except minor edits to update the document. After consultation with the EC and Academic Affairs Council, it was decided not to move forward with any proposed changes.

6. The FAC prepared the FAM 665.73 a document that set policy for Counselor Schedules. The document was prepared with the counsel of CSUSB Counselors. Once completed it was vetted in the usual FS manner including the VP of Student Affairs.

**Result:** The Faculty Senate approved FAM 665.73.

7. The FAC was asked to develop documents for the Department of Athletics. Specifically FAC developed a peer visitation form, an administrative review form and a survey of Student Athlete Observations of Coaching Effectiveness (SAOCE) survey. All three documents were vetted in the usual FS manner including a pilot test of the SAOCE.

**Result:** All documents were approved by the FS. The department of Athletics now has, for the first time in its thirty year history, proper forms for professional evaluation of coaches who are members of the bargaining unit.

8. The FAC was charged with reviewing department RPT guidelines for compliance with the general provisions as stated in FAM 652.4 (FAM 300). FAC developed a rubric to manage each review and archive results in the FS. Five departments submitted guidelines to FAC. The guidelines were reviewed according to the charge of the FAC by FS. When the department met the compliance the documents were forwarded to the EC and FS for review and approval.

**Result:** Notwithstanding some issues, all guidelines received were approved by the FS.

9. FAM 624.5 Policy Concerning Grant-Related/Specially-Funded Instructional Faculty Appointments (GIRF). FAC updated the FAM to make it in compliance with the Chancellor's Office guidelines.

**Result:** FAM 624.5 was vetted in the usual FS manner and approved by the FS.

10. FAM 036.5/516, Policy Statement Concerning Research, Scholarship, and Creative Activity Grants was updated by FAC according to the recommendations of the Faculty Professional Development and Coordinating Committee and AVP for Research.

**Result:** The FAM was updated vetted in the usual FS manner and approved by the EC and FS.

Several items warrant attention by the 2014 – 2015 FAC. Items include:

1. The development of a Periodic Evaluation form for adjunct faculty members. The FAC should develop a document in consultation with the administration and the CFA.
2. Review FAM 625.5 (FAM 605 DIP) and edit accordingly.
3. FAC is waiting for a response from the Department of Marketing about their RPT guidelines. Once Marketing responds FAC can review the document as per FAM 652.4.
4. Present the RPT guidelines of Biochemistry and Chemistry to the EC for review.
5. Review and update FAM 650.7 (261) Review of VP AA Policy.
6. Review and update FAM 626.35 (610) Leave of Absence.
7. Forward FAM 627.65 (FAM 600) Sabbatical to EC for review.

## STANDING COMMITTEES OF THE FACULTY SENATE

### GENERAL EDUCATION COMMITTEE

The purpose of this report is to communicate the activities of the General Education (GE) Committee for fall 2013 through spring 2014. The GE committee is tasked with reviewing the General Education plan, and making recommendations to the Curriculum Committee.

Review of GE Plan – This year marks the first year in the expected four year rotation to review and revise the GE plan. However, due to campus activities regarding the institutional learning outcomes it was agreed that the review of the plan would start in 2014-2015 to allow for discussion on alignment with institutional learning outcomes. This recommendation is based on recommendations from external assessment consultants brought to campus in spring of 2013, and made in consultation with Milton Clark and Jean Peacock. As a result, members of the GE committee worked in consultation with assessment working party, and were encouraged to provide representation at campus conversation in preparation for conversation to be held in 2014-2015.

Assessment of GE – A review of past files indicates that there has been little assessment of GE in past years. This committee acted in consultation with the WASC Review committee to discuss changes to the assessment plan, including the review of written and oral communication.

Review of Proposals – The committee reviewed 3 proposals and made the following recommendations to the Curriculum Committee:

Math 165 – This GE proposal was submitted to address the statistics requirement for nursing students, and possible double counting of this prerequisite in the GE B1 category. The committee recommended that the proposal be approved with the clarification that this change to GE category B1 apply only to nursing students.

The first component of the proposal is the proposed change of Math 305 to a lower division course (Math 165). The committee agrees with this proposal. The justification on this C form is clear that this change is in response to Executive Order 1084 FOR NURSING STUDENTS.

The second component of the proposal is the inclusion of the new lower division math class as an option in GE category B1. The committee would like to see clarification to the language that this change to category B1 options applies only to nursing students. The current proposal suggests that this option would apply for GE across university programs. We acknowledge the importance of supporting the nursing program and complying with Executive Order 1084. However, to be in compliance this change is not necessary or appropriate university wide for several reasons:

- 1) Compliance with the Chancellor's memo does not dictate that changes be made to the entire university GE program. University wide changes need to be appropriate for all programs and students. The current proposal is appropriate for nursing students only. Subsequent to the GE curriculum meeting, the State Wide Senate has discussed this issue and have drafted an addendum to the initial memo stating that *"The release of Executive Order 1084 ("System-wide Nursing Policy") has been interpreted as requiring*

*that individual campuses add GE equivalencies to various courses listed in EO 1084 Appendix A. Subsequent conversations have revealed that this was not the intent of EO 1084.”* In addition, the State Wide Senate has confirmed that our nursing program is already in compliance with Executive Order 1084.

- 2) The inclusion of statistics as an option in category B1 would create the possibility that students could graduate with a degree from CSUSB without taking a single math class. While statistical reasoning does make an important contribution to the development of quantitative reasoning skills, the possibility of never taking a math class decreases the university wide outcomes related to quantitative reasoning. This is an important institutional level outcome for the university and for WASC.
- 3) The inclusion of a general statistics class in GE is not appropriate for majors who have statistics requirements that are major specific. While there is a good deal of overlap across lower division statistics courses, field specific approaches often provide important preparation for student success in consequent classes in their major. However, requiring students to take courses in the major that have significant overlap with a GE class designed to fulfill prerequisites for nursing is not an appropriate use of student resources. This option would decrease the field specific outcomes achieved in majors outside of nursing that require a lower division statistics class. In addition, many programs require a math class to ensure student success in their major specific statistics class. Many of the statistics classes that transfer into majors at CSUSB require college math as a prerequisite to the class. The possible elimination of a math class through this option would leave many students outside of nursing unprepared for success in later classes.

Foreign Language 102 – The committee approved the additional of Persian to the list of 102 options. This decision had been reviewed by the previous committee, but paperwork was not signed. This committee approved the change.

Humanities 460 – The committee approved a description change for Humanities 460 to broaden the diversity outcomes to include different cultural groups. The description was still within the requirements for this GE category.

**STANDING COMMITTEES OF THE FACULTY SENATE**

LIBRARY COMMITTEE

No report submitted.

***AD HOC AND SPECIAL COMMITTEES  
OF THE  
FACULTY SENATE***



**AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**

(Special Committee)

ACADEMIC PROGRAM REVIEW/SELF-STUDY REVIEW COMMITTEE

No report submitted.



## **AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**

(Special Committee)

### AWARD COMMITTEE

The purpose of this report is to communicate the activities of the University Award Committee. This committee is responsible for the review and selection of the Outstanding Professor Award, Golden Apple Award, Outstanding Scholarship, Research, and Creative Activity Award, and the Lecturer of the Year Award. Leadership for this committee is composed of the previous winners of the Outstanding Professor Award and the Golden Apple Award winners. Committee members are representatives from different colleges. To stagger the awards across the academic year two leadership teams overlap in the fall as one completes their term with the Golden Apple Award and the other begins their review of the Outstanding Professor. This report represents the activities of the 2014 committee which will conclude their work with the fall announcement of the Golden Apple.

Review of Award Dates and Deadline – The creation of new awards (Scholarship and Lecturer) necessitated the redesign of deadlines to reduce the degree of overlap of award activities. This was a transition year that was impacted by conflicts with the announcement of awards from the previous committee. Our first task was to meet with Janette Garcia to discuss improved timing of announcements and awards to create a predictable pattern in future years: Golden Apple call for nominations announced in spring, award announced in fall; Outstanding Professor call for nominations announced in early fall, award announced in winter; Outstanding Scholarship call for nomination announced in late fall; award announced beginning of spring; Outstanding Lecturer call for nomination announced end of winter, award announced end of spring.

Outstanding Professor Award – During the fall quarter our committee worked both through electronic means and face to face meetings to review files for the Outstanding Professor Award. This process included several steps to first reduce nominations to eligible candidates, next rank files for discussion, and finally discuss top files to select the winner. This award is typically announced in winter quarter. This year the award was announced at the beginning of spring because the winner, Cynthia Crawford, was not teaching in the winter quarter.

Outstanding Scholarship, Research, and Creative Activity Award – This is a new award requiring that the committee first discuss the meaning and criteria for this award. After establishing the guidelines committee members met with university constituencies (deans, department heads, and faculty) to advertise the existence of the award and encourage nominations. The committee followed the process of ranking files to identify top candidates, and then met to reach consensus on the winner, Marty Van Wart. The award was announced in the beginning of spring quarter.

Lecturer of Year Award – The announcement of this award was impacted by the schedule conflict between the 2013 and 2014 committees. The 2014 call for nominations was released the

first day of the spring quarter. However, the 2013 committee did not announce their winner until spring of 2014. Out of respect for the 2013 winner, this committee is waiting until fall of 2014 to announce the next winner. This will allow time for the following committee to announce their award in spring.

Golden Apple Award – The call for nominations for the 2014 Golden Apple Award was announced in spring quarter. This committee will announce the winner in the fall.

**AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**

COMMERCIALIZATION/ COPYRIGHT / FAIR USE COMMITTEE

No Report submitted.

**AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**

DISTRIBUTED LEARNING COMMITTEE

No report submitted.

**AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**  
(Special Committee)

EVALUATION COMMITTEE (University)

The University Evaluation Committee (UEC) reviewed and made recommendations on five cases during the 2013-2014 Academic Year. Four cases were reviewed during the spring 2014 quarter and the remaining one in the winter 2014 quarter.

Three of the five cases reviewed were faculty WPAF's that were not unanimous for tenure and/or promotion. In addition, one of the WPAF's reviewed was for librarians and one for SSP, AR. In these latter two cases the committee served as the higher level peer review committee.

The break down of files reviewed from the various colleges and other entities was as follows:

|                       | CAL | CBPA | CEDUC | CNSCI | CSBS | Library | SSP, AR |
|-----------------------|-----|------|-------|-------|------|---------|---------|
| <b>Files Reviewed</b> | 0   | 1    | 0     | 1     | 1    | 1       | 1       |

The UEC reviewed 15, 11, and 10 cases in the academic years 2012/13, 2011/12, and 2010/11, respectively. Thus, the load this year is lighter than the last three years.

The distribution above indicates that all colleges are doing an excellent job preparing faculty for promotion and tenure.

The committee notes that in two of the three cases for faculty WPAF's that were not unanimous for tenure and/or promotion, all of the previous evaluators failed to interpret the new RPT document correctly. RPT committees, chairs and deans did not recognize the **major change** in the new RPT document that the faculty are to be rated at their current rank instead of the rank that they are requesting to be promoted to. In other words, the UEC reads the document as follows: An Assistant Professor applying for promotion and tenure is to be evaluated AS AN ASSISTANT PROFESSOR for both the purposes of promotion **and** tenure and an Associate Professor applying for promotion is to be evaluated AS AN ASSOCIATE PROFESSOR for the purpose of promotion. (The current RPT document eliminated the language found in previous RPT documents that said someone desiring promotion must meet the standards for the level *to which promotion was desired*. The current RPT document includes, instead, language at 2.III.A (page 25) which suggests the relevant standards for promotion are those for *the level the faculty member current holds*.)

Importantly, the current RPT document didn't change the expectations for the Assistant, Associate, and Professor levels (from what existed in previous versions of the RPT document). This might imply a change in the standards for promotion.

We encourage the EC to revisit the language of the RPT document to make sure it reflects what the EC truly desires.

The UEC, during the academic year 2013/14, consisted of six members instead of the usual seven because there was no representative from SSP, AR.

A list of all committee members is provided below. Each member of the committee worked very hard and did his/her best to provide a thorough and fair evaluation of each file. It truly was a pleasure and an honor to be a part of the committee.

**Committee Member**

Zahid Hasan (Chair)  
Terri J. Nelson  
Eric Nilsson  
Sung-Kyoo Huh  
Deborah E. Stine  
Xiwen Zhang  
VACANT

**Constituency Represented**

College of Natural Sciences  
College of Arts and Letters  
College of Social and Behavioral Sciences  
College of Business and Public Administration  
College of Education  
Library  
SSP, AR

**AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**

(Special Committee)

FACULTY PROFESSIONAL DEVELOPMENT COORDINATING COMMITTEE

The committee members including (in alphabetical order) Mohammad Bazaz, Kim Costino, Michael Gillespie, Laura Newcomb, Richard Samuelson, Astrid Sheil, Brent Singleton, and Jeff Thompson met several times during the Winter Quarter of 2014.

Following the announcement of increase in the 2014-2015 budget of FPDCC from \$100,000 to \$191,649 due to new funding from the Chancellor's Office for RSCA programs, the committee members unanimously voted to the following 2014-2015 FPDCC budget allocation:

|    |                                   |                  |
|----|-----------------------------------|------------------|
| a. | 21 Mini-Grants \$4,500 each       | \$ 91649         |
| b. | 20 Summer Fellowship \$3,000 each | \$ 60,000        |
| c. | Professors Across Borders         | <u>\$ 40,000</u> |
|    | <b>Total</b>                      | <b>\$191,649</b> |

**AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**  
(Special Committee)

GRADUATE COUNCIL

No report submitted.



**AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**

(Special Committee)

HONORARY DEGREE COMMITTEE – 2013-2014

No report submitted.

**AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**  
(Special Committee)

HONORS COMMITTEE

No report submitted.

## AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE

(Special Committee)

### INSTITUTIONAL REVIEW BOARD

(Research Involving Human Subjects)

#### **Membership of the Board**

During the Academic Year 2009-2010, Senate members include Dr. Sharon Ward, Chair, Dr. Judith Sylva, Dr. Ted Coleman, Dr. Jeff Thompson, Dr. Cherstin Lyon, Dr. Bob Phalen, Dr. Caroline Vickers, Dr. Teresa Dodd-Butera, and Dr. Debra Stine. Dr. John Clapper, Department of Psychology, and Dr. Rosemary McCaslin, Department of Social Work represents the two departmental subcommittees. Additional board members include Mr. John Coleman of Riverside and Mrs. Nancy Johnson from the San Bernardino County Office of Education who represent the nonscientific and community board members. The student position is filled by Alyssa Ramos from Psychology. Dr. Javier Torner is our technical consultant and our prisoner representative remained unfilled until June 2014.

The individual responsible for processes all IRB paperwork, maintaining the IRB website, providing local training and keeping the committee running smoothly is Mr. Michael Gillespie, IRB Secretary. Mr. Gillespie has nationally IRB training, National Board Certificates, and 14 years of experience as the CSUSB IRB Secretary.

#### **Meeting Frequency**

The committee met every other week (Fridays, 1:30 PM) during the three quarters of the academic year yet the IRB receives, reviews, and responds on human subjects research protocols during the summer months as well.

As required by federal regulations, minutes of all meetings are retained and are available from the Board Secretary.

#### **Activities – IRB Protocol Reviews**

The IRB chair reviews all administrative proposals and the chair and one additional board member reviews expedited proposals. The full board reviews all full board proposals submitted from the university. The delegated subcommittees in Psychology and Social Work review administrative and expedited protocols submitted by faculty and students of their respective departments.

Reviews of the proposals consist of a minimum of one reading and commentary feedback to the primary investigator. Many proposals involve initial consultation, review, and re-review when changes are required. One proposal was closed due to no action taken and one proposal was voted “not research.” Finally, the low number of full board review is a reflection of OHRP guidelines allowing the board to lower the level of review needed prior to approval.

Reviews by Type, AY 2011-2013

| <b>Reviewed By</b> | <b>Administrative</b> | <b>Expedited</b> | <b>Full Board</b> | <b>Renewals</b> | <b>Other (Revisions)</b> | <b>Totals</b> |
|--------------------|-----------------------|------------------|-------------------|-----------------|--------------------------|---------------|
| <b>Psychology</b>  | 60                    | 16               | 0                 | 15              |                          | <b>91</b>     |
| <b>Social Work</b> | 17                    | 28               | 0                 | 0               |                          | <b>45</b>     |
| <b>Full Board</b>  | 37                    | 39               | 10                | 7               | 26                       | <b>119</b>    |
| <b>Totals</b>      | <b>114</b>            | <b>83</b>        | <b>10</b>         | <b>22</b>       | <b>26</b>                | <b>255</b>    |

#### **Adverse Events/Rejected Proposals**

Once again, I am pleased to report no adverse events or rejections occurred during this past academic year.

### **Activities – Education and Consultation**

All board members provide consultation to researchers who request pre-submission assistance and often provide consultation after initial reviews. A record of hours spent in consultation is not kept.

### **Continuing Education of the IRB**

Each meeting of the Full Board includes federally required continuing education. The IRB secretary, Mr. Gillespie, provides journals, updates, and readings on a wide range of ethical issues in research.

### **Final comments**

After serving 12 years on the IRB, I resigned as of June 30, 2014. But that does not mean I will stop advocating for the IRB and researchers at CSUSB.

I started my tenure when the IRB was a senate committee serving psychology, nursing, and social science researchers whose background required an ethic board approval prior to conducting research. I oversaw the implementation of federal assurance where all researchers collecting data from human participants now need approval from an IRB. I find it ironic that CSUSB's IRB is still, somewhat, operating under FAM 565.

The problem with IRB remaining a senate committee is that grievance policies are allowed and FAMS are interpretable, therefore grievances against an IRB member could be allowed. That directly violates the autonomy of an ethic board. IRB board members should not feel coercion from their colleagues or worry about their FAR (yet that has happened here at CSUSB).

I've heard that one main rationale for the IRB to remain a senate committee has to do with responsiveness to faculty. CSUSB's IRB is highly responsive to faculty (and Michael has data to support this claim). It is ludicrous to believe this would change if the IRB was not a senate committee.

**AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**  
(Special Committee)

INSTRUCTIONAL QUALITY COMMITTEE

No report submitted.

**AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**

(Special Committee)  
(Faculty Representatives)

STUDENT GRADE APPEAL PANEL

Below is the Student Academic Grievance Summary for the 2013-14 Academic Year.

| Academic Year | Total Academic Grievance Cases Filed | Resolution / Discontinuance by Student / Instructor | Approved for Hearing | Denied Hearing | Continuance to next Academic Year | Resulted in Grade Change / Reinstatement |
|---------------|--------------------------------------|---|----------------------|----------------|-----------------------------------|--|
| 2013-14       | 2<br>(100%)                          | 0<br>(0%)   | 0<br>(0%)            | 2<br>(100%)    | 0<br>(0%)                         | 0<br>(0%)                                |

Note: One additional Student Academic Grievance is being reviewed to determine continuance.

**AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**

(Special Committee)  
(Faculty Representatives)

TEACHING ACADEMY

No report submitted.





## **OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representative)

### ACADEMIC COUNCIL ON INTERNATIONAL PROGRAMS

The CSU Academic Council (ACIP) is an advisory body of the Office of International Programs (OIP), located at the Office of the Chancellor at the CSU headquarters in Long Beach.

Dr. Aurora Wolfgang, Department of World Languages and Literatures, is the ACIP Representative from CSUSB for 2013-14. She is a member of the Faculty Affairs sub-committee of the ACIP, and she participated in the recruitment of Resident Directors for 2015-16, in addition to attending the two yearly meetings of the ACIP. Because of her experience as a Resident Director in France (2011-2013), she participated in the southern California Orientation meeting on May 10, 2014, she gave a talk on preparing linguistically for a year abroad to the whole assembly and lead the discussion in the breakout session on studying in France. For 2014-15, she was elected Chair of the Faculty Affairs Committee, and thus will be a member of the Executive Committee of the ACIP as well.

### ACIP MEETINGS

The ACIP held its two annual meetings on October 24-25, 2013 (CSU Chancellor's Office) and April 18-19, 2014 (CSU Stanislaus). An additional meeting was held on Feb. 20-21, 2013 at the Chancellor's Office to interview potential Resident Directors (China, France, Italy, Spain) and review IP student applications. In addition 2 regional Pre-Departure Orientations for students planning to participate in International Programs for 2014-15 were hosted by CSU Dominguez Hills (May 10) and San Francisco State University (April 26).

The next ACIP meeting is scheduled for late October 2014 at the Chancellor's Office in Long Beach.

### CSU IP ENROLLMENTS

This year the Office of International Programs received 680 applications of which 564 were accepted, 40 denied, and 76 withdrawn prior to selection. Among the accepted CSU IP applicants for 2014-15 were 26 CSUSB students who were accepted to study in the following countries: Canada (2), France (2), Germany (1), Israel (1), Italy (2), Japan (1), Korea (3), South Africa (2), Spain (5), Sweden (2), Taiwan (1), United Kingdom (4).

CSU IP enrollments have been below target for the last two years due in part to the economic downturn and the suspension of programs in Mexico and earlier in Israel.

For the Ghana and South Africa programs, the African Studies requirement has been eliminated to open the door to increased enrollments. However, to insure our students are prepared for study in Africa, IP is discussing possible online resources to be made available.

After the first year of the new program in Jaén, Spain, students have reported a very positive experience.

### FACULTY APPOINTMENTS

The CSU Chancellor's Office appointed the following International Resident Directors for AY 2015-16:

China: Dr. Zhiwei Xiao, CSU San Marcos

France: Dr. Elizabeth Martin, CSU San Bernardino

Italy: Dr. Mary Andrea Caputi, CSU Long Beach

Spain: Dr. Jo Farb Hernandez, San Jose State University

## **OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representative)

### Alcohol, Tobacco, & Other Related Drugs Advisory Committee

The Alcohol, Tobacco and Other Drugs (ATOD) Advisory Council met quarterly during the 2013-14 academic year, on October 30, 2013, February 12, 2014 and May 14, 2014.

A membership list is attached.

- The ATOD Advisory Council reviewed and revised goals for 2013-14.
- Received an update on alcohol server training.
- Received an update on the alcohol education programs for student athletes.
- Received an update on the proposed revised Smoking Policy.
- Discussed goal completion for 2013-14.
- Staff and students attended the Alcohol and Other Drugs Education Conference hosted by the CSU at CSU Channel Islands in April. Carlos Carrio, Student Health and Psychological Counseling Center, was a presenter at the conference.
- Co-sponsored the Sober Night Out program with Housing and Residential Life.
- Sent a team of 4 from the campus to the Aware, Awake, Alive training held at the Chancellor's Office in January.
- Reviewed Alcohol and Alcohol Server Policy.

## **OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representative)

### ASSOCIATED STUDENTS INC. BOARD OF DIRECTORS

#### **ASSOCIATED STUDENTS, INC. (ASI) COMMITTEE REPORT: 2013-2014**

Compiled by Andre Harrington, Faculty Representative Board Member

The Associated Students, Inc. (ASI) is the representative association for all students at CSUSB. The Board of Directors oversees the operations and programs of the ASI. The board consists of the ASI Executive Director, ASI President, Vice President (s), student representation from each College, graduate student and resident life representatives. The Board of Directors includes one faculty representative, a CSUSB President representative and a special representative appointed by the student ASI President. Many students sit on standing committees based on interests and appointments. The Board of Directors meets bi-monthly on Tuesdays from 12:00pm to 2:pm.

#### **Senate Appointed Members:**

Andre Harrington, Associate Professor, Theatre Arts (2013-2015)

#### **Summary of Activities:**

This year the ASI appointed various student representatives to the board and various internal and external committees. The board also reviewed and/or edited existing policies affecting the election process of officers, role, description and duties of the executive offices, working rules, budget and financial procedures and policies.

The ASI has been active in supporting and participating in various external committees and issues/events including by not limited to:

- Director of External Affairs reports partnership with Coyote Green Club and the Health Center.
- Approval to use \$2253.00 from Unrestricted Net Assets to cover the surplus for the 2013-2014 CSSA dues.
- Acceptance of the 2012-2013 audit conducted by Rodgers, Anderson, Maldy and Scott (R.A.M.S.).
- Supported and participated in Echo Fest
- Supported student participation at the SAAB and SAAS annual conferences, Finance Leaders Conference in Chicago, and various external training/leadership developments activities.
- Efforts to promote school spirit include but are not limited to Black and Blue Tuesdays, Movie Night (held on the Pfau Library lawn), Tailgate Night and Coyote Fest, International Week, the Annual Student Art Show and the CSUSB Arts and Music Festival.
- Consulted and supported Dean Caballero's initiative to replace paperbound periodicals with a digital format to make room for selected paperbound only periodicals.
- Created a "Street Team" to assist with Programming and Marketing (commenced in the Winter quarter).
- Reviewed and updated the ASI Management Personnel Plan and the ASI Personnel Policy

- Approval of the ASI Hospitality Policy I ensures that ASI is in compliance with the Chancellor's office policy that applies to both campus and auxiliaries within the CSU
- Approved and authorized the use of \$3,000.00 from Unrestricted Net Assets to provide aid to the victims of the typhoon in the Philippines (Fall 2013)
- Approval of the Howl Grant- initiative to increase student voting during the ASI election; will allow students to submit a proposal for any type of event to bring to campus and the community. (25,000.00 allotment – Five 5,000.00 grants)
- Supported and used 40,000.00 from Unrestricted Net Assets for a large-scale concert (charged to the Actives Committee Speaker Series.
- Authorized to use 87,500.00 from Unrestricted Net Assets for the Onmitrans' Go Smart Program
- Approved to use \$100,000.00 from Unrestricted Net Assets for the class gift of a bronze coyote.
- Approved to use 32,500.00 from Unrestricted Net Assets for 4 portable light towers.

**Attendance:**

10/1/13

10/15/13

10/29/13

11/5/13

11/19/13

4/8/14

4/22/14

5/6/14

5/20/14

6/3/14

**Absent for winter quarter: teaching/class time conflict**

**Other duties**

Faculty Representative Board member on the ASI Executive Director search committee. Duties included by not limited to interviews, open forum participation and committee synthesis of information and data.

**OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representatives)

ATHLETICS ADVISORY

No report submitted.

## **OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representatives)

### CALENDAR COMMITTEE

Faculty Representatives: Dorothy Chen-Maynard and Karen Kolehmainen  
June 30, 2014

The calendar committee met on April 15, 2014. We discussed and approved the calendars for academic years 2017-18 through 2020-21. (Calendars for earlier years were approved before this year.)

## **OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representatives)

### CAMPUS ACCESSIBILITY ADVISORY BOARD

This year the CAAB committee discussed the revision of the Grade Grievance Policy based on Executive Order 926, the installation of bollards in select locations of the campus, the installation of updated campus signs and maps, the interim appointment of the ADA Coordinator position, the upcoming changes to the ADA Management Group Policy, the upcoming creation of the ADA Policy for Employees, the enforcement options for Student Union Drive, the operation of the blue phone located outside of the commons, the procedures for reporting accessibility concerns anonymously, coordinating efforts with other institutional committees, such as ATI, and also discussed various ADA related projects on campus.

**OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representative)

CAMPUS FEE ADVISORY

No report submitted.

(Minutes available upon request)



## **OTHER COMMITTEES AND REPRESENTATIVES**

### CHILDREN'S CENTER ADVISORY COMMITTEE

No report submitted.

**OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representatives)

DIVERSITY COMMITTEE (UNIVERSITY)

No report submitted.

## **OTHER COMMITTEES AND REPRESENTATIVES**

### ENERGY CONSERVATION COMMITTEE

- Exterior LED lighting retrofit is complete and all vertical exterior light poles are now LED radio controlled from a central computer. We are expecting 40% energy savings.
- Just received notice that we are being awarded APPA's Effective and Innovative Practices Award. Submittal and letter attached.
- Fuel cell is 100% up and running and we are saving \$175,000 in natural gas costs. We are using the waste heat to preheat our high temp hot water.
- We have reduced the campus energy cost by 40% over the last 4-5 years. Over \$2 million dollars that can be used elsewhere on the University.
- Looking at adding another 1.4 MW fuel cell which will provide chilled water for our plant.

## **OTHER COMMITTEES AND REPRESENTATIVES**

### FACILITIES PLANNING COMMITTEE

The Facilities Planning Committee met once this year, on May 27, 2014. Members in attendance were Hamid Azhand (CPDC), Michael Wahl (CPDC), Sam Sudhakar (Information Technology), Brian Haynes (Student Affairs), Kimberlyn Williams (Faculty Senate Rep.), Ron Profeta (Parking Services), Monir Ahmed (representing Bob Gardner), Kevin Doyle (representing Tony Simpson), and Franschell Williams (CPDC).

Hamid Azhand reviewed major capital outlay projects and other projects that CPDC is working on. There were no major changes in these lists of projects from the previous year. The campus is moving forward with a Master Plan revision to accommodate 30,000 FTEs (up from the current 20,000 FTE Master Plan). This process will take 2-3 years. CPDC will be interviewing consulting firms for the Master Plan revision this summer. Input from the campus will be requested starting next fall, with open forums being held and a planning advisory committee of approximately 30 people being constituted with representatives from across campus.

## **OTHER COMMITTEES AND REPRESENTATIVES**

### INSTRUCTIONALLY RELATED PROGRAMS BOARD

The Instructionally Related Programs Board oversees the distribution and appropriate use of monies generated by student fees initiative (IRP) and state support of instructionally related activities (IRA).

The committee is comprised of staff member from pertinent University offices (Helga Kray Co-Chair, Deletta Anderson, and Jenna Aguirre) faculty appointed by the Senate (Brian Heisterkamp, Dorothy Chen-Maynard, and Richard Samuelson), the ASI Vice President for Finance and students appointed by ASI.

The IRP Board met 6 times during the 2013-14 academic year to 1) review quarterly reports from all funded programs; 2) solicit new programs; 3) review requests for emergency/mid-year funding; and 4) distribute 2014/15 funding.

Copies of the 2013/14 budget, 2014/15 approved budget, and committee membership list are available from the Associate Vice President of Student Affairs.

**OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representatives)

INTELLECTUAL LIFE AND VISITING SCHOLAR COMMITTEE

No report submitted.

**OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representatives)

INTERNATIONAL STUDENT SERVICES ADVISORY COMMITTEE

No report submitted.

**OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representative)

PALM DESERT CAMPUS PLANNING & OPERATIONS COUNCIL

No report submitted.



**OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representatives)

PHILANTHROPIC FOUNDATION BOARD OF DIRECTORS

No report submitted.

**OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representative)

RECREATION COMMITTEE

No report submitted.

## **OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representatives)

### SCHOLARSHIP COMMITTEE (UNIVERSITY)

The University Scholarship Committee met as a group two times (April 18, and May 23). The first meeting introduced the group to the committee's timeline and we did initial allocations of funds for scholarships with tight deadlines. We were broken into three groups to review the scholarships and each subgroup met or hashed out choices over email before each meeting. The last meeting was for discussing the remainder of the scholarships. We still had four unresolved scholarship decisions to review through email, which was done by early June. All funds were distributed for university-wide scholarships.

## OTHER COMMITTEES AND REPRESENTATIVES

(Faculty Representative)

### STUDENT AID COMMITTEE

The Financial Aid Satisfactory Academic Progress Appeals Committee meets on dates scheduled prior to each academic term and before quarterly census dates. Meetings are also scheduled as needed, based on receipt of additional SAP appeals. Over the 2013-14 academic year, we reviewed files for FAO students who failed to meet SAP policy requirements as outlined by Title IV regulatory requirements. The appeals committee reviewed all student files who failed to meet SAP requirements and filed 2<sup>nd</sup> appeals. 1<sup>st</sup> level appeals were reviewed by financial aid advisors.

The committee attended 30 meetings and reviewed 404 appeals for the academic year as follows:

Fall 2013 = 248; Winter 2014 = 125; Spring 2014 = 31

The committee's recommendation to monitor grades, unit load and classes taken are degree applicable prior to releasing funds, helped track the student's progress to ensure compliance with Federal SAP requirements.

Members: Beverly Green Associate Director (chair); Roseanna Ruiz, Director of FAO; Veronica Amerson, Director of EOP; Julie Orozco, Assistant Director of EOP; Connie Jones, Disabilities Specialist-SSD; Beth Jaworski, Director of SSD; Stephanie Martinez, Teacher Education; Ed Mendoza and Eloise Warnell, Advising and Academic Services, and Dr. Dorothy Chen-Maynard, Associate Professor.

**OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representative)

STUDENT HEALTH ADVISORY COMMITTEE

No report submitted.

**OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representatives)

STUDENT RESEARCH COMPETITION - GRADUATE

No report submitted.

**OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representatives)

STUDENT RESEARCH COMPETITION - UNDERGRADUATE

No report submitted.

**OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representatives)

SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS

No report submitted.



**OTHER COMMITTEES AND REPRESENTATIVES**

UNIVERSITY ENTERPRISES CORPORATION BOARD OF DIRECTORS

No report submitted.