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CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
FACULTY SENATE EXECUTIVE COMMITTEE

MINUTES

Tuesday, February 12, 2019
2:00-3:50PM
AD-145

Members Present: Karen Kolehmainen, Lasisi Ajayi, Rong Chen, Donna Garcia, Davida Fischman, Haakon Brown, Jodie Ullman, Tomas Morales, Jill Vasillakos-Long

Visitor: Caroline Vickers

1. Approval of EC Minutes, ECM 18-08 (January 22, 2019)

- The EC approved the minutes for January 22, 2019 as amended.

2. Approval of EC Minutes, ECM 18-09 (January 29, 2019)

- The EC approved the minutes for January 29, 2019 as amended.

3. Approval of FS Minutes, 2/5/19, FSM 18-06

- The EC approved the Faculty Senate minutes for February 5, 2019 as amended.

4. Faculty Evaluation FAM Survey – Rong Chen

- FAC has been hearing about the need to clarify early tenure
- The current FAM does not stipulate how “early” is defined
- FAC has created a survey for faculty and possibly administrators to see where faculty is on this subject
- Should we have a separate survey for Deans and Chairs
- Take a look and check in with Rong if you have any comments/concerns
- Have a box to identify if faculty, dean, chair on the same survey and identify is tenured, not tenured—rank. (only check one box)
- FAC wants to send out survey as soon as possible
- Include role(s) on evaluation committees on survey

5. Suggested Revision to FAM 841.97, Writing Requirement for Graduate Candidacy: Caroline Vickers

- The revisions we are making will align the FAM with EO-665.
- It is an undergraduate writing requirement
- The different programs are doing all sorts of things when it came to the graduate writing requirement
- Provides for more flexibility for graduate programs and how their students will meet the requirement
- Some programs were using the culminating experience to meet the requirement.
- This item is on next Faculty Senate Agenda and we will suggest waiving first reading to Senate
- We would like to submit this FAM to the Senate in the new FAM format.

6. FAM 820.9 Course Syllabus Policy & Guidelines

- The Academic Affairs Council has made a few suggestions:
 - 1. Course name, number and description should be included in the syllabus.
 - 2. Should we include a statement that there are no additional course fees beyond those approved by the course?
 - 3. Should there be a statement that grading policies and confidentiality are compliant with FERPA?
 - The EPRC discussed the suggestions from the Academic Affairs Council and recommend the following:

Actions: Include name, number and catalog description.

We did not believe the other suggestions should be included in the syllabus.

Karen will email the Dean for the rationale on the suggestions two and three mentioned above.

Will include as an Information Item on February 19, 2019 Faculty Senate Agenda

FAM 872.2 Policy on Course Material

- We are changing the policy title (as suggested at the last Faculty Senate Meeting) to:
Policy on Financial Gain from Self-Authored Course Materials

7. President's Report

- Report is attached

8. Provost's Report

- Working on evaluation policy for lecturers.

9. Chair's Report – No report

10. FAC Report – No report

11. EPRC Report

- 16 Ancillary Units are scheduled to be reviewed this year. We would like to recreate the 5-year schedule.
- The review process is unclear to most people. We will look at the FAM and get the information out to everyone involved.

Criminal Justice requested a name change to a school.

- FAM 112.5 says a department that has accreditation can apply to become a school. Criminal Justice does not currently have an accreditation agency, hence does not have accreditation.
- EPRC does not want to recommend granting a waiver for the only criterion for school designation. However, the committee is willing to review the FAM (probably next year) to consider whether additional criteria could be included, thus providing more flexibility in this determination.
- President Morales suggested we evolve as an institution and we have to be open to consider options that may not be addressed in the FAM.

12. Approval of Faculty Senate Agenda – FSA 18-07, February 19, 2019

- The EC rearranged several items on the proposed agenda and Sylvia will send out the revised agenda to be approved via email.

13. Statewide Academic Report

14. New Business

Meeting adjourned.

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
FACULTY SENATE EXECUTIVE COMMITTEE

MINUTES

Tuesday, January 22, 2019
2:00-3:50PM
AD-145

Members Present: Karen Kolehmainen, Rong Chen, Davida Fischman, Haakon Brown, Jodie Ullman, Jill Vasillakos-Long

Visitors: Diane Podolske, Seval Yildirim

1. 20 Year Anniversary – CSU Center for Community Engagement – Diane Podolske

- The ASCSU passed a resolution recognizing 20 years of Community Engagement Excellence for all CSU's and this is our 20th anniversary. They are asking that we hold an event that highlights and showcases 20 years of student success efforts in service learning and community engagement.
- The actual anniversary is in May—looking for a date around then.
- Include ASI, Staff Council on planning committee.

Event Suggestions:

- Nominate students to recognize.
- Bring former faculty members and honor their contributions to the community.
- Invite faculty who have received funding.
- Highlight achievements—programs that launched out of this center. Supports ongoing work.
- Have a poster session and circulate through the room and can later put the posters some place on campus.
- Have an engaging speaker and food.
- Could be an open house/reception combination.
- Community partners should be invited.
- Recognize those who supported faculty in their own professional growth.

General Comments:

- High quality faculty work has resulted from this endeavor.
- Diane will email updates to Chair Kolehmainen and Sylvia.

Action Item:

- The Faculty Senate could pass a resolution—Chair Kolehmainen will draft a resolution.

2. Approval of EC Minutes – 1/8/19, ECM-18-07

The EC approved the Executive Committee minutes of January 18, 2019 as amended.

3. Approval of FS Minutes – 1/15/19, FSM 18-05

The EC approved the Faculty Senate Minutes of January 15, 2019 as amended.

- Chair Kolehmainen will contact Craig Seal regarding using the term Designated Note Takers vs. just Note Takers going forward.

4. Appointments

The EC made the following appointments:

- Student Grade Appeal Panel (CNS) – Chris Gentry, (2018-2020)
- SOTE Instrument Review Ad-Hoc Committee – Jo Anna Grant
- Search Committee for VP and Dean of Students – Christina Hassija, CSBS
- Search Committee for Director of Financial Aid – Kim Wobick, Library

5. FAM Changes: FAMs 650.5, 650.7, 651.3 – Seval Yildirim

Associate Provost Yildirim brought a recommendation to the EC to replace the three above FAM's with the proposed document (attached) which addresses the Periodic Reviews of the Provost, Central Administrators and College Deans.

Rationale for Changes:

- Streamline review process and eliminates committee work.
- The reviews would be housed in Qualtrics.
- Everyone can go online and submit their comments.

EC Responses to proposed changes:

- Would like to see a table of: current policy, suggested change(s), reason for change.
- What problem are we attempting to solve?
- EC would like to find out where FAM 650.7 currently stands—was sent to President to be signed.
- FAM 650.5 and 651.3 have been signed.

Hot Buttons are as follows:

- Committee would be eliminated, leaving no one to summarize and/or analyze
- The process needs to include a report (from someone/somebody)
- 360 review process would need to be thoroughly explained
- Need to avoid naming specific products because they change over time
- Anonymity would be an issue.
- The system would collate the comments and submit a report.
- Analysis would be up to Provost and/or President
- Committee could/would develop survey and questions.
- Individuals need to know what they are being evaluated on.
- There are a different set of questions for each individual/group.

Action Taken:

- EC referred this and Associate Provost to work with FAC.

Associate Provost Yildirim also wanted input regarding creating a Spousal Hiring Policy.

Rationale:

- We currently have 3-4 spousal hire demands which we think will result in lost hires.
- Staff, adjunct faculty hires might be easier to do something for.

EC Responses/Suggestions:

- We may need to add an extra line since over time these lines are absorbed into the regular department lines – Provost McMahan is willing to do so. However, adding extra lines could eventually present a problem.
- Partner with other local institutions that may have openings.

Action Taken:

- FAC would be willing to take on this project and work with AP Yildirim
- AP Yildirim will do some research with other CSU campus and work with the FAC.

6. Electronic Voting – Haakon Brown

- This will be an item on the next Faculty Senate Meeting agenda.

7. President's Report – No report.

8. Provost's Report – No report

9. Chair's Report – No report

10. FAC Report

- IDS RPT Guidelines
- Would like to renumber: 652.1 – Evaluation of Tenure-Line Faculty, etc.
- If we have a separate policy for lecturers and tenure-line faculty, will need to change in two documents.
- FAC plans to reduce the number of FAMs to under 100.

Consensus:

- The EC approved the FAC request to re-number the Faculty Evaluation FAMs.

Action Taken:

- IDS RPT Guidelines will be placed on the next Faculty Senate Agenda.

11. EPRC Report

- It was requested that an item be added to include a diversity and inclusion statement in the syllabus.
- EPRC would send out options to Senate by email prior to next FS Meeting.
- Include a link to several sample statements.
- Statement would be added to Item 2 and make it a requirement.

Meeting adjourned.

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
FACULTY SENATE EXECUTIVE COMMITTEE

MINUTES

Tuesday, January 29, 2019
 2:00-3:50PM
 AD-145

Members Present: Karen Kolehmainen, Lasisi Ajayi, Rong Chen, Donna Garcia, Davida Fischman, Haakon Brown, Shari McMahan, Tomas Morales, Beth Steffel, Jill Vasillakos-Long

Visitors: Cherstin Lyon, Diane Podolske

1. Approval of EC Minutes, ECM 18-08 (January 22, 2019)

- The minutes were tabled so they could be reformatted with sections.
- Action: Chair Kolehmainen will work with Sylvia to revise the minutes.

2. Appointments

The EC made the following appointments:

- Student Grade Appeal Panel – Christine Famega (2018-2020)

3. Faculty Community Engagement Activities – Cherstin Lyon

- This is an outgrowth of the Strategic Planning process.
- We need to reduce the barriers for retention and promotion process for faculty involved with Community Engagement.
- There should be a close reading of our current document to ensure the variety of activities will be specifically supported and give people ideas and placing in particular categories.
- Goal is to raise awareness with Dean, Faculty and Chairs.
- Misconceptions that get in the way of people getting a fair evaluation:
 - Community Engagement activities should always be counted under service regardless of outcome
 - Community Engagement activities are never peer reviewed and therefore not significant
 - Community Engagement activities take away from time spent producing scholarly articles or other outcomes—not a good choice of time.
 - Often steer junior faculty away from Community Engagement until they are tenured.
 - Supporting Community Engagement also supports diversity.
- It is a matter of social justice—it includes community partners in the process of research.
- Community Engagement is involved with teaching practices both in the classroom and outside the classroom (with internships and student involved research). It involves many types of research and it also is a valuable part of performing service to the community.

Input to ask how Senate, EC can participate, engage in the process:

- Find out how many faculty consider themselves to be Community Engaged faculty.
- We want to get involved in the evaluation process.
- How to document and assess the impact.
- We want to do more awareness training and how to take control of the message.

- Currently working on a Community Engagement toolkit.
- Community Engagement often covers all three areas of evaluation.

EC comments/input:

- Students who do internships and service learning have a leg up on employment opportunities and strengthen their applications to graduate school.
- Community Engagement is listed under service vs. scholarly activities.
- When research involves the community, you can document significant outcomes that are not the typical outcomes.
- You can document (if funded through the grant) how you are working through the community.
- Evaluation committees need to understand how to weigh the different activities.
- “Service will not get you the promotion” has been verbalized by Evaluation chairs.
- We need guidelines in the department FAMs.
- FAC is willing to partner with Community Engagement.
- We need to establish some sort of rigor and demonstrate it in Community Engagement.
- Have discussions with departments to revise guidelines which currently may be discouraging faculty to participate in community engagement.
- Most community engagements that receive funding, want a program evaluation. Those evaluations if done by faculty members could be regarded as a type of publication if filed in government documents.
- A course could be taught with a service learning component, which includes community service. Therefore there is a teaching element that is very important because students gain a lot from these experiences.
- What sort of support would be available to faculty, i.e. CEAT awards.
- What counts as community engagement and do you need to have a level of expertise in that area.

Action:

- Cherstin will make a Community Engagement presentation to the Faculty Senate.
- RPT workshops for junior faculty could include a discussion about Community Engagement.

4. President’s Report

- Thank you for the lunch date and supporting it and we will plan more.
- Passed around the brochure for the Martin Luther King breakfast held on our campus and over 800 people attended.
- We are trying to be very aggressive where there are departments that may need more than one appointment.
- Challenge to keep up with the number of retirements we expect.

5. Provost’s Report

- What are the outcomes of what we are doing? We have spent a lot of money on creating and hosting events.
- We will be putting out a call for a Diversity and Inclusion Consultant. Please give your thoughts on what we should be looking for.

6. Chair’s Report

- IT will be putting media equipment in Conference Room AD-145 so will have more media capabilities.

- The meeting with Trustee McGrory has been extended to one hour thanks to Pam Langford.
- CAL Dean finalist interviews tomorrow and next week in AD-145 from 1:00 to 1:45PM.
- CampusLabs will be scheduling other sessions for Faculty.

7. FAC Report

- Working on evaluation policy for lecturers.
- We want to renumber the FAMs again—more to follow.

8. EPRC Report

- Brought a separate statement for a diversity/inclusion statement to be included in the requirements in the Syllabus policy.
- Will send wording to the senators prior to next meeting on February 5th.
- The FAM regarding the SOTE (summer SOTEs) does not reflect what is currently happening on campus. Is trying to clarify what we are doing and look at modifications of FAM—may need major revisions.
- If we want to look at online SOTES vs. paper, that is something we may want to consider.
- Currently researching how the 75% is spent by CEGE and Provost McMahan has requested this information from Dean Karmanova.

9. Approval of Faculty Senate Agenda – FSA 18-06, February 5, 2019

- The EC rearranged several items on the proposed agenda
- Tenets of Shared Governance – could start a conversation on it
- Sylvia will add a “Discussion Items” section on the agenda going forward
- A time certain should be given to Old Business Items
- Community Engagement will be on agenda for February 19
- Suggest we give presenters a time limit
- The Chair will work with Sylvia to finalize the agenda
- IDS Guidelines will be placed on the agenda
- No GE courses should be on this agenda

Action:

Chair Kolehmainen will address the issue of going off topic in her Chair’s report.

Meeting adjourned.

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
FACULTY SENATE MEETING, 53rd SENATE

MINUTES

SESSION 06: Tuesday, February 5, 2019, 2:00 pm, Pine Room

Members Present: All members were present with the exception of: A. Johnson, K. Kowalski, J. Kremling, A. Louque, A. Menton, T. Morales, J. Munoz, H. So, D. Sweeney, R. Trapp, J. Ullman

Guests Present: D. Freer, C. Caballero, S. Sudhakar, C. Seal, P. Bungard, L. Rose, G. King, S. Yildirim, C. Lyon, P. Maldonado, Y. Gonzalez, T. Karmanova, C. Weber, R. Mohamed, R. Chuang, A. Anderson, H. Le Grande, J. Zhu, S. Peresuh, D. Podolske, J. Lappin, A. Felix, D. Huizinga

1. APPROVAL OF THE MINUTES

Senator Chen-Maynard moved and Senator Marx seconded the motion to approve the minutes as presented. **PASSED Unanimously.**

2. APPROVAL OF THE AGENDA

Senator Chen moved and Senator Rizzo seconded the motion to approve the agenda as presented. **PASSED Unanimously.**

3. FACULTY COMMUNITY ENGAGEMENT ACTIVITIES – CHERSTIN LYON

- Community Engagement is goal 4 of our Strategic Plan.
- The goal was by fall 2017 to have specific mechanisms in place to support faculty in gaining fair and informed evaluations of our community engagement activities in our RPT process.
- Will send out a survey for specific feedback. Please respond when we send out.
- Please put March 1st on your calendars—it will be second campus conversation about community engagement.
- Please go back to your departments and have intentional conversations about this process. Address the following: How we can support faculty efforts in a non-quantitative way, significance of work in the community, significance through impact and amount of effort involved.
- Change the language about community in the document. “Service to the university and community” is a better way to refer to this.
- In major university document, asking for feedback Scholarly creative research activities. May be more specific ways to support community which involve research what it looks like, we can show faculty and evaluator what these activities look like.
- Engaging students in community based teaching and activities provide high impact.

4. CHAIR'S REPORT

We want to move the agenda along as we have not completed an agenda yet this year. Please stick to the point being discussed. If not, possibly Senator Brown or Chair may call you out of order.

5. PRESIDENT'S REPORT – (attached)**6. PROVOST'S REPORT (attached)**

- Congratulations to CNS for hosting a successful Pre-Med/Pre-Health Conference. More than 300 students attended.
- Started rounds to colleges (President & Provost)
- Pastries with the Provost tomorrow.
- Senate Retreat will be April 25 and will be sending a save the date.
- Women of Color in Academia will be hosting a Faculty Publication Celebration tomorrow.

7. INFORMATION ITEMS**7.1 Q2S Curriculum Items**

- The Faculty Senate approved the curriculum courses presented with the following exceptions: 2 GE courses (CAL 3350, CSE 1300L) and USTD 3000, USTD 5000.
GE courses will be considered with other GE courses at a later time.
- Senator Rizzo will send the Chair email with questions regarding the USTD courses mentioned above.
- Department of Criminal Justice name change to School of Criminal Justice: This needs to go to EPRC before consideration.

7.2 Q2S Programs Requiring Action in CIM – Grace King

- Some quarter programs have not been edited or changed for the semester curriculum. Q2S worked with the Faculty Senate and Administration to establish a process to convert, discontinue, or suspend these programs. Extended deadline dates, until January 31, 2019, were established.

7.3 Q2S Semester Programs being Discontinued

- A list of minors, certificates, and a credential were presented to the Faculty Senate for discontinuation, since they are not overseen by FAM 856.3. These programs were approved to be moved forward in the discontinuation process.

8. WASC Presentation – Associate Provost, Clare Weber

- Reaffirmation of accreditation with our site visit from WASC in Spring of 2021.
- Have a campus-wide understanding of process and its significance
- Know our institutional strength and weaknesses
- Successfully complete the WASC accreditation for CSUSB

- Core commitments: Student learning, quality and improvement, institutional integrity, sustainability and accountability.
- We will prepare a self-study, review under standards and comprehensive overview.
- Self-Study will be due approximately 10 months before onsite visit.
- Off-site visit will be approximately 6 months before onsite visit.
- The standards were reviewed and 39 criteria for review are spread across the four standards.
- A timeline was given to everyone.
- Will send out a call for Faculty to serve on WASC steering committee.
- On March 22nd we will have a campus visit by WASC VP Mark Gore. He will conduct a campus open forum and workshop for those on steering committee.
- WASC wants to see that this is a campus-wide effort.

9. DISCUSSION ITEMS

9.1 Electronic Voting – Haakon Brown (tabled)

9.2 Tenets of Shared Governance in CSU (attachment) (tabled)

10. OLD BUSINESS

10.1 FAM 841.3 Proposed Change to Graduate Admissions Policy (second reading)

Senator Ajayi moved and Senator Fischman seconded the motion to approve FAM 841.3 for second reading. **PASSED Unanimously.**

10.2 FAM 872.2 Policy on Course Material

Senator Fischman moved and Senator Davis seconded the motion to approve FAM 872.2 for second reading.

- Could we possibly change the title of this FAM. EPRC will try to come up with a more description title for this policy. **PASSED Unanimously.**

10.3 FAM 820.9 Course Syllabus Policy and Guidelines

Senator Fischman moved and Senator Ajayi seconded the motion to approve FAM 820.9 for second reading as amended. **PASSED Unanimously.**

ASI President Ogidikpe moved and Senator Davis seconded the motion to add item 2 J to

- read as follows: Instructions referring students to a site for information regarding emergency management and safety guidelines.”
- VP Freer offered to take the lead and work with a group (ASI, FS, etc.) to create a narrative that should be included on a site.

Senator Brown moved and Senator Rizzo seconded the motion to call the question on the amendment. **PASSED Unanimously.**

11. NEW BUSINESS

11.1 IDS Department Guidelines (first reading)

Senator Chen moved and Senator Chen-Maynard seconded the motion to approve the IDS Department Guidelines for first reading. **PASSED Unanimously** with suggested changes.

- FAC had some concerns about the use of numbers concerning publications.
- Under “At the rank of Professor”: should read *“be at a higher level of quality and significance than expected for contributions of Assistant or Associate Professor”*.
- At the rank of Assistant Professor: could read *“At least two publications within the most recent five year period are expected,..”*
- If a publication is not listed in accepted journal list, the Chair and Evaluation Committee work together to decide/vote if it will be accepted.

12. COMMITTEE REPORTS

12.1 EPRC (No report today)

12.1 FAC (No report today)

12.3 Q2S

- C. Seal reported continuing with professional development series
- Post original materials due on the 15th

13. STATEWIDE ACADEMIC SENATOR’S REPORT

- Submitted a written report.

14. SENATOR’S REPORTS/INCLUDING ASI PRESIDENT’S REPORT

- ASI President Ogidikpe thanked everyone for allowing Cornel West event for the students.

15. DIVISION REPORTS

15.1 Vice President for Information Technology Services

15.2 Vice President for University Advancement

15.3 Academic Affairs/Deans’ Reports

15.4 Vice President for Administration and Finance

15.5 Vice President for Student Affairs

Meeting Adjourned at 3:52pm



CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
Office of the President

PRESIDENT'S REPORT
FACULTY SENATE EXECUTIVE COMMITTEE
TUESDAY – FEBRUARY 12, 2019

- CSUSB alumnus James Ramos' swearing-in ceremony on February 10, 2019 was a historical event. James Ramos is the first California born Native American elected to the State legislature. The event took place in the Santos Manuel Student Union building, which is the first building named after a Native American in the CSU, and was named after James Ramos' great-grandfather.
- The next UBAC meeting will take place on February 27, 2019 at 3:00 p.m.
- The joint lunch meeting of the full Senate, Cabinet and Deans council will take place at the Commons on April 9, 2019 from 12:00 p.m. to 1:30 p.m.
- CSU Advocacy Day will be held on March 6, 2019 in Sacramento.
- I want to recognize Senator Ullman for her service on the Academic Senate GE Committee.
- Thank you Chair Kolehmainen for forwarding CSU funding of campuses to Trustee McGrory.
- The third annual Rabbi Hillel Cohn Endowed Lecture on Contemporary Jewish Experience is scheduled for March 4, 2019 at the Riverside Art Museum located at 3425 Mission Inn Avenue in Riverside and March 5, 2019 at the Palm Desert Campus. Both events will take place at 5:00 p.m.

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